

PERALTA COMMUNITY COLLEGE DISTRICT – April 3, 2013

CLASSIFIED JOB DESCRIPTION

**ENTERPRISE RESOURCE PLANNING (ERP) PROJECT MANAGER
(SEIU Local 1021 Salary Range 123)
Job Code: 994**

CLASS PURPOSE

Under direction of the Associate Vice Chancellor for Information Technology or designee, the Enterprise Resource Planning (ERP) Project Manager is responsible for developing, organizing, planning, coordinating, and implementing comprehensive district-wide technology projects to meet the strategic business needs of the Peralta Community College District (PCCD). Performs and participates in the initial evaluation and planning stages of complex district-wide programs or projects, throughout an entire project life cycle. This includes specific knowledge areas, but not limited to, cost, time, scope, procurement and communication. The incumbent works closely with developers, service managers, as well as functional and end users to plan and execute projects, assess and respond to risks, and identify and track issues. The ERP Project Manager summarizes and reports on project statuses for District leadership, project team members, associated consultants and vendor account managers, as well as create and maintain complete, accurate project documentation.

WORK SCHEDULE

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. Work some evenings and weekends, as required.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Develops, organizes, plans, implements, and coordinates day-to-day functions, activities, and services of projects to ensure that goals and objectives of assigned projects are accomplished within prescribed time frame, quality, scope, and funding parameters.
- Reviews project proposals or plans to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of the project.
- Uses disciplined project management methodologies to ensure assigned IT projects are completed on time and within budget.
- Responsible for coordinating ERP projects, software, infrastructure, security and integration.
- Responsible for the accomplishment of deliverables, work packages and overall business solutions, including tracking of project progress and assessing project trade-offs across scope, timing, and resources.

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- Creates and maintains online program/project documents.
- Plans program/project budgets in conjunction with management and other staff; monitors budget expenditures; makes recommendations for changes to staffing, budgets, timelines, and scope.
- Develop and coordinate trainings, seminars and workshops related to the assigned program or project.
- Identifies and recruits program participants and/or project stakeholders.
- Ensure all new technology and enterprise services are reviewed by the appropriate Technology Committee(s) that are currently in place to ensure all constituencies are informed and have the opportunity to provide feedback throughout the implementation process.
- Represents District on community boards and committees related to the program or project.
- Trains and leads staff assigned to program or project.
- Provides leadership and guidance to project's team members and to the satisfaction of project stakeholders.
- Performs other duties as assigned by the Associate Vice Chancellor for Information Technology.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree from an accredited college or university in information technology, computer sciences, business, public administration or a related field, and two (2) years of responsible professional experience in project management, business analysis; or an equivalent combination of training and relevant experience which demonstrates the ability to perform the duties of the position

Examples of relevant experience:

- Experience managing cross-functional project teams using leadership, communication, and negotiation skills
- Knowledge of managing risks, scope, communication, issues, and cross-project dependencies
- Full life cycle project management experience in a software development environment
- Proficiency in project budget preparation and monitoring
- Demonstrated knowledge and proficiency in the use of office productivity software (word processing, spreadsheet, project management software, database management, email) using personal computers and the Internet
- Knowledge of organizational and communication skills to effectively manage concurrent projects and multidisciplinary teams with minimal supervision
- Knowledge of project and process improvement orientation with experience in delivering solutions under very tight timelines

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- Experience in interfacing effectively with all levels and across organizational lines, including the business units and demonstrated success at building team relationships and partnerships across organizational lines
 - Proven ability to coordinate and conducts project status meetings, presentations, follow-up reports, sending out of agendas and meeting minutes for business stakeholders
 - Industry-recognized certifications in Project Management; such as PMP, CAPM, etc.
 - Knowledge of day-to-day controls of the project plans and schedules while balancing the needs for project success with the skills and capabilities of the project staff
2. Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

DESIRABLE QUALIFICATIONS

- Master's Degree in project management, education or a related field
- Project Management Professional (PMP) Certification
- Agile certification (CSM, CSP, PMI-ACP)
- Proficient in MS Project and Visio, MS Project Server and SharePoint Server experience
- Expertise in one or more industries, organizational structures, business process design techniques and development methodologies
- Lead and/or contribute as an individual resource or subject matter specialist to cross-functional projects with regards to dates, risks, impact and schedules
- Establishes working partnerships with community-based organizations, county social services, high schools, colleges and/or universities

ENVIRONMENTAL DEMANDS

- Occasional work performed alone. Constant work around and with other people.

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 25 lbs.
- Occasional pushing and pulling up to 40 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level

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- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

- Standard Office Equipment.

Revised: N/A